



**STATE OF CALIFORNIA
Department of Transportation**

REQUEST FOR QUALIFICATIONS NOTICE

NUMBER 07A1791

Note: Address all questions concerning the Request for Qualifications (RFQ) in writing to the attention of Patricia Nichols at patricia_nichols@dot.ca.gov. You may also reach the analyst by telephone at 916 227-6067. Consultants contacting the District or Division directly seeking information about the RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

Read carefully, this document has been revised as of 9/21/04.

I. GENERAL INFORMATION

- A. The State of California, Department of Transportation (Department) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for on-call professional and technical construction engineering and claims analysis services. A more detailed description of the Scope of Work can be found in Section II of this RFQ.
- B. The estimated contract amount is \$1,000,000 - \$2,999,999.
- C. The estimated contract term is three (3) years.
- D. A Disadvantaged Business Enterprise (DBE) participation goal of 25% is required for the contract.
- E. Federal and or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft contract.
- F. The Department does not guarantee either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- G. Pre-award Audit will be performed on any contract issued as a result of this RFQ.
- H. The fee for profit shall not exceed 8%.
- I. Consultant salaries shall not exceed the actual rates in effect on the date of the California State Contract Register (CSCR) advertisement for this RFQ Notice.

II. SCOPE OF WORK/DELIVERABLES

A. Project Description:

1. Purpose of Work

The CONSULTANT shall perform professional and technical construction engineering and claims analysis services on an "as needed" basis to support the development and construction of proposed STATE transportation facilities. The DEPARTMENT's Contract Manager shall assign specific projects to the CONSULTANT through the issuance of Task Orders.

Task Orders may include, but are not limited to, Critical Path Method (CPM) scheduling, monthly schedule monitoring and reviews, providing specialized expertise in reviewing potential claims, conducting detailed analysis of complex construction claims, handling claim resolutions, reducing the number of claims and costs of claim settlement and payment by the District.

2. Location of Work

In general, the construction engineering and claims analysis work shall be performed on projects to improve the STATE's transportation system in District 7 (Los Angeles and Ventura counties). The specific location of the work to be performed will be stated in each Task Order.

B. Description of Required Services:

1. Required Services

The CONSULTANT is expected to perform and have expertise and capacity to perform any or all of the following functions/activities:

- a. Conduct Constructability reviews and CPM analysis.
- b. Analyze potential claims and provide recommendations of entitlement and compensation.
- c. Develop and /or analyze Critical Path Method (CPM) schedules for planned versus as-built work and delays.
- d. Analyze and compare both the DEPARTMENT's and the Contractor's records pertaining to claims and provide technical advice to the DEPARTMENT.
- e. Provide claim assessment for merit, entitlement and compensation for claim resolution based on analysis and contract specifications.
- f. Conduct financial reviews and analysis of the Construction Contractor's records to determine overhead and escalation costs.
- g. Provide recommendations for improvements to DEPARTMENT's construction engineering policies, specifications, processes, training and organization structure.

- h. Develop and present training pertaining to contract administration and construction engineering.
- i. Develop and/or revise training manuals, materials and presentations.

2. WBS Codes

Task Orders are based on the Department's Work Breakdown Structure (WBS). The Department's standard WBS is on the Internet at <http://www.dot.ca.gov/hq/projmgmt/guidance.htm>

WBS Codes to be used for this contract include but are not be limited to the following:

240.90.30	Review Draft Plans, Specification, and Estimate
255.05	Circulate & Review Draft PS&E Package
270.20	Perform Construction Engineering Work
270.20.01.10	Review Project Plans, Special Provisions, and Estimate
270.25.	Perform Construction Contract Administration Work
290.	RESOLVE CONTRACT CLAIMS
290.05	Review and Analyze Notices of Potential Claims
290.10	Prepare Supporting Documentation and Respond to Notices of Potential Claims
290.15	Prepare, Review, and Approve Claim Position Letter and Construction Claim Report
290.25	Prepare for and Participate in Arbitration Hearing
290.30	Negotiate Claim Settlement/Prepare Claim Settlement Report
290.35	Provide Technical Support

C. Schedule of Performance:

Services and deliverables identified in a Task Order will be completed and delivered as specified in the Task Order.

D. Personnel Requirements:

The CONSULTANT's personnel shall be capable of performing the types of construction engineering and claims analysis work described above in Section B with minimal instructions.

1. The CONSULTANT shall, throughout the life of the contract, retain within the CONSULTANT's firm or through subcontractors a staff qualified to perform each of the tasks described above in the Scope of Work.
2. CONSULTANT personnel assigned to perform construction claims analysis shall have the following minimum qualifications:
 - a. Four years of construction management/engineering experience on highway or major public works projects performing related duties as described above.
 - b. Extensive expertise with analyzing construction claims processes, CPM scheduling, Primavera software and Microsoft Office software package.

- c. Working knowledge of DEPARTMENT's manuals, plans, specifications and provisions, i.e., Caltrans' Construction Manual; Bridge Construction Records and Procedures Manual; Standard Test Methods; Manual of Traffic Controls for Construction and Maintenance Work Zones; State Standard Specifications and Standard Plans and the project plans and special provisions; State of California contract law.
3. Project Manager - The CONSULTANT's Project Manager shall coordinate all construction engineering matters with the DEPARTMENT's Contract Manager, in cooperation with the District/Region Area Construction Engineer. The Project Manager shall be accessible to the DEPARTMENT's Contract Manager at all times during normal DEPARTMENT working hours. In addition to other specified responsibilities, the Project Manager shall be a Registered Professional Engineer with the State of California, and be responsible for all matters related to the CONSULTANT's personnel and construction engineering and claims analysis work, including:
- Reviewing, monitoring, training, and directing the CONSULTANT 's personnel.
 - Assigning personnel to complete the required Task Order work as specified.
 - Administering personnel actions.
4. Contract Claims Engineers shall be knowledgeable and experienced in the following:
- Claims resolution principles and claims avoidance techniques, time impact analysis.
 - Schedules for claims resolution.
 - Claim report writing.

E. Equipment Requirements:

The CONSULTANT shall, through the life of the contract, provide all necessary equipment, software, hardware, and supplies to enable its personnel to perform assigned duties in an accurate, timely, and safe manner. These functions shall include, but are not limited to:

CONSULTANT shall possess and skillfully operate:

- CPM software, with Primavera and Sure Trak as a minimum.
- Microsoft Office (Word, Excel, PowerPoint) software.
- Full-size plotter.

CONSULTANT shall be capable of providing:

- Full-size color plots of CPM charts and graphs.
- Various technical and financial documents.
- Expert exhibits.
- Specialized training materials.
- An electronic calculator, laptop computer with Wireless Network connection and printer.
- A field office trailer with necessary office equipments and supplies.

F. Deliverables:

Unless otherwise specified in the Task Order, the deliverables shall conform to the following:

1. Written documents shall be submitted in both hardcopy and electronic files on DEPARTMENT approved forms and in the DEPARTMENT's approved format.
2. All construction engineering and claim analysis final documents performed on computer shall be delivered to the DEPARTMENT in the formats specified below:
 - a. Word processing documents in Microsoft Word and spreadsheets in Microsoft Excel.
 - b. Other - As specified in the Task Order.

G. Standards:

1. All work shall be performed in accordance with current STATE Department of Transportation (Caltrans) manuals and their current revisions. Work not covered by the "Manuals" shall be performed in accordance with accepted professional standards.
2. Construction engineering and claim analysis work shall be conducted in accordance with the following current DEPARTMENT manuals and their revisions: Construction Manual, Bridge Construction Records and Procedures Manual, Standard Test Methods, Manual of Traffic Controls for Construction and Maintenance Work Zones, State Standard Specifications and Standard Plans, and the project plans and special provisions.
3. Additional standards for specific construction engineering work may be included in the Task Order. Such standards supplement the standards specified herein. If such additional standards conflict with the standards specified herein, the Task Order standards shall govern over the standards specified herein.
4. The DEPARTMENT's Contract Manager, in cooperation with the District/Region Area Construction Engineer, shall decide all issues which may arise as to the quality or acceptability of deliverables furnished and work performed under this contract.
5. All reports, calculations, and other applicable documents shall be prepared on DEPARTMENT standardized forms and software applications as designated in the Task Order by the Contract Manager.
6. The minimum standard of work quality shall be that of similar construction engineering work performed by the DEPARTMENT.

H. Availability and Work Hours:

1. The CONSULTANT shall begin the required construction engineering/claim analysis work within three working days after receiving a fully executed Task Order. Once the work begins, the work shall be prosecuted diligently until all required work has been completed satisfactorily.

2. Construction engineering/field work related to review and analysis of potential claims shall not be performed when conditions prevent a safe and efficient operation.
3. Unless otherwise specified in the Task Order or directed by the DEPARTMENT's Contract Manager, the normal workweek shall consist of 40 hours.
4. Overtime may be required. However, overtime shall be worked only when directed in writing by the DEPARTMENT's Contract Manager or specifically required by the Task Order.

I. Materials to be Provided by the DEPARTMENT:

The DEPARTMENT shall provide the CONSULTANT materials necessary to complete a Task Order. The CONSULTANT shall execute the specific work described in the Task Order based on the material supplied. When applicable, the following materials will be provided the CONSULTANT.

1. Existing documents, if any, that are applicable to the current project within the project limits.
2. Project special provisions, full-size and reduced-size sets of project plans, materials information handout, and contract and proposal, as necessary.
3. DEPARTMENT construction forms as necessary, including electronic or hardcopy (as specified by the resident engineer) daily diary forms.

J. Monitoring and Review Procedure:

1. The DEPARTMENT's Contract Manager shall have the right to monitor and review the progress and/or processes of the CONSULTANT.
2. The CONSULTANT's Project Manager shall meet with the DEPARTMENT's Contract Manager on as needed basis but at least once per month to review procedures and progress.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)

A. **IMPORTANT:** Download "Statement of Qualification Submittal Instructions and General Contract Process Information" from: <http://Caltrans-opac.ca.gov/aeinfo.htm>. Failure to follow these instructions may result in rejection of your SOQs.

1. Eight (8) copies of the SOQ containing all the indicated information shall be submitted. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on Monday, November 1, 2004**, and must be directed to:

State of California
Department of Transportation
Administration
Division of Procurement and Contracts - MS-67
1727 30th Street
Sacramento, CA 95816-7006

Attention: Patricia Nichols

Telephone: (916) 227-6067

2. The SOQs must be submitted in a sealed package labeled as follows:
 - RFQ Number 07A1791
 - Submittal deadline November 1, 2004, 3:00 p.m.
 - Marked "DO NOT OPEN"
3. If your SOQ package is hand delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/time stamp one of the labels provided and attach it to all SOQ packages. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.

B. Request for RFQ Copies

Copies of this RFQ may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts, Bid Line at (916) 227-6075. You may leave a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.